

Street-O organiser's manual

Any comments or suggestions for changes welcome – please email [streeto \[at\] slow.org.uk](mailto:streeto@slow.org.uk)

KEY POINTS – PLEASE DOUBLE CHECK

Before the race

- Please find a pub or other venue to host the race and let the Street-O coordinator know ideally at least a month in advance. Ideally this should have enough space, serve food and easily reached by public transport.
- Street-O coordinator will do pre event publicity. You can also do your own publicity.
- Course maps should be created using Open Orienteering Map and sent to Don McKerrow for printing at least a week before the race.
- Please stick to our standard control scoring system (10-50 points per control) and penalties.
- Control clues should be easy to find but difficult to guess. They must be visible without a torch (i.e., using street lights).
- Don't forget to complete a risk assessment before the event and have it signed off by the Street-O coordinator.
- Collect the equipment.
- Print out and bring along risk assessment.
- Print out a few copies of the cluesheet solutions.
- Print out any race information.

On the night

- You will need at least one helper as you cannot do registration and the start at the same time. More helpers the better to allow shifts and for everyone to run.
- It is your responsibility to ensure that everyone who started the race is back.
- Start people off when they're ready (don't wait for the next minute), having given them any information they might need and made sure they've put their name on their maps. Keep clear, check and start boxes to hand, and put the finish box in an obvious place elsewhere (so that finishers do not punch start or clear again!)
- Remind runners to return to registration after their run to hand in their cluesheets (remind them at registration and/or on the start).
- Mark all control sheets on the night. You will need a handful of helpers (recruit some beforehand if you can) but people are normally happy to volunteer on the night. Before runners can collect their marked cluesheet, make sure you enter name, gross points (score before penalties) and time taken into the results.
- Send results to the Street-O coordinator once finalised.

Detailed information starts on the next page

Thank you for volunteering as a Street-O event organiser. The perk is you get free entry to all Street-O races in this current series. Also for your event, you be given your equal best score from any other race in the series.

The instructions below show a suggested timeline.

BEFORE RACE DAY (4-8 weeks before)

Venue

Select a venue. Usually a pub is best, although sometimes events are hosted from sports centres/clubs etc. It needs to be somewhere that is large enough to accommodate ~80 runners and will let us reserve a reasonably good-sized area (recommend booking 2-4 tables), ideally somewhere that serves food and fairly close to a train/tube station. The atmosphere should be such to suit runners: some fancy pubs may not appreciate lots of sweaty runners! We don't pay for the area because pubs are normally keen to get the business. Say that most will have a drink and ~20-30 are likely to eat. (There are some occasions where venues may ask for a refundable deposit. If you're happy to pay this then go ahead and do this to secure the venue, otherwise look for another venue as there should be others happy to take us. You can also contact [treasurer \[at\] slow.org.uk](mailto:treasurer@slow.org.uk) if you need help paying a deposit).

The venue will need internet access, either wifi or mobile internet. For example, basements might not work.

See Appendix C for example instructions on how to turn on the mobile hotspot.

Try to have the venue sorted a minimum 4 weeks before the event to allow event publicity. The earlier the venue is sorted, the earlier we can open entries.

Event publicity

As soon as you have a venue agreed please send the location (e.g. pub name, address) and any tips on transport links to the Street-O coordinator at [streeto \[at\] slow.org.uk](mailto:streeto@slow.org.uk) . Also provide any any other information you would like to include in the event details. Details will be posted on the SLOW website, British Orienteering and Facebook.

Feel free to do some of your own local publicity as well!

Registration

SiEntries.

Map

Course maps are put together using *Open Orienteering Map* (OOM) website – <https://oomap.dna-software.co.uk/>, which enables you to quickly get a Street-O style map of any area of London (or indeed, almost the whole world). There are help pages on OOM. You should select the “StreetO” Style option. Until you either “Save and get PDF map” or generate a preview, you will only see the default OpenStreetMap rendering.

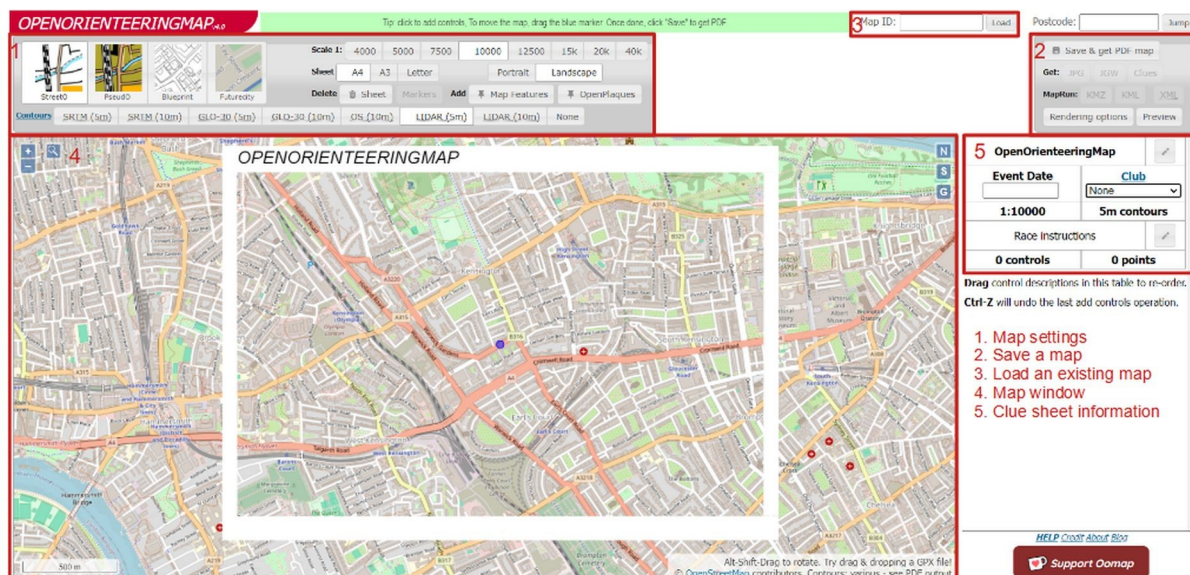


Figure 1: Open Orienteering Map

To navigate to where you want to have your map, you can:

- Enter a valid postcode (top right of webpage)
- Zoom in to the desired area using the mouse wheel
- Use the +/- buttons (top left of map)

Click on the map where you want the centre of the map, and the map frame will show up. To move the map frame, drag the blue circle. On the right hand side of the website, there are options to edit the map title, race instructions and controls (box 5 in Figure 1).

It's well worth getting familiar with OOM sooner rather than later. At least work out an area that you can use for your course. You can do fine tuning later to get sensible boundaries. For any specific problems, you can ask the owner David Dixon via <https://oomap.dna-software.co.uk/help/feedback/>.

We usually use a 1:10,000 A4 size map. Both portrait or landscape are ok. Sometimes 1:12,500 may be ok for less detailed (more outer-London) areas, enabling you to cover a larger area, but be careful with pinpointing exact control locations when using the larger scale maps. You can keep the default contour setting “LIDAR (5m)” or can select None if there are insignificant contours in your area (to simplify the map).

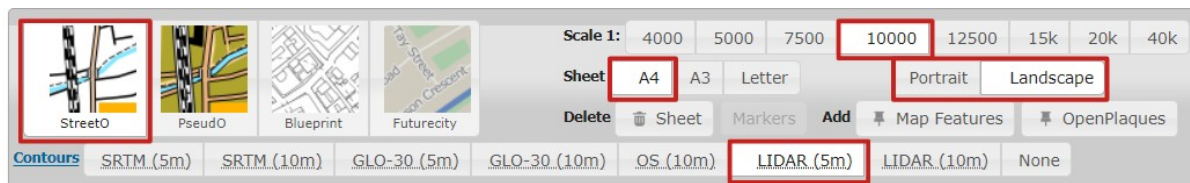


Figure 2: Open Orienteering Map map settings

You can save a pdf version of your course by clicking "Save & get PDF map". You may get some validation errors if you have not change some inputs from the default but it is ok to ignore these errors for now. Click "Save and create anyway" which will download a pdf called oom_[map_id_number].pdf to your Downloads folder and you will receive a notification window with your map number (see Figure 3). The map ID can also be found at the bottom right corner of the downloaded pdf. You can reopen your map in OOM by entering this map ID in the top left of OOM (box 3 in Figure 1) and click "Load". Each time you save the map, the map number will change!

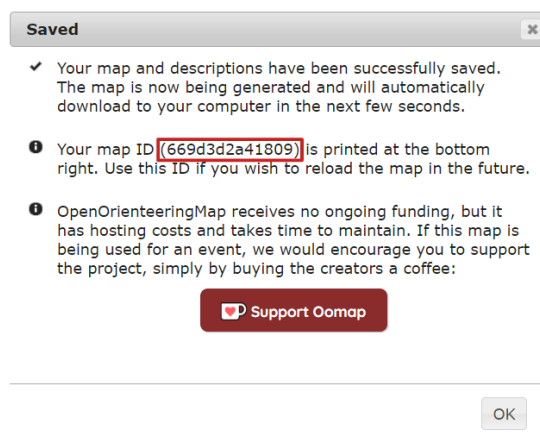


Figure 3: Saved pdf notification window

Click within the map frame to add features: controls, Start, Finish, Xs, crossing points. You should use the Do Not Cross "X" option in OOM to indicate any areas that people should not run along or across – e.g. dark unlit footpaths or parks, busy major roads, or to indicate closed gates/paths etc. There is also a crossing point symbol to help avoid confusion. The Start and Finish is usually in the same location, which is the default setup in OOM.

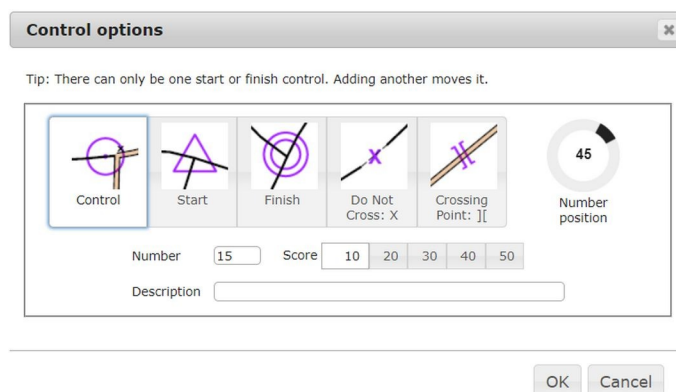


Figure 4: Control options dialog box when you click on the map at control location

Control information can be edited by clicking on the pencil icon on next to the control (see Figure 5). You can change the control number, score, description and number position. To delete a feature, either click the bin icon or double-click on the feature on the map and click “Delete”. Features can be moved by dragging them around in the map.

OpenOrienteeringMap		
Event Date		Club
		None ▼
1:10000		5m contours
Race instructions		
2 controls		20 points
13	10	Lamp post number ____
14	10	Colour of door #53

Drag control descriptions in this table to re-order.
Ctrl-Z will undo the last add controls operation.

Figure 5: Clue sheet information

Test out different control number angle positions to make sure that control numbers are all legible. The default is 45 degrees. Try to put the numbers so that they don't obscure relevant map detail, such as potential entry and exit routes or junctions. Also try to space out the number positions so that competitors do not get confused which is which. Use the “Save & get PDF map” pdf export for this because the website and the pdf versions could look different.

Some features can be toggled on/off via “Rendering options” in (box 2 in Figure 1) to simplify the map. In particular trees should be toggled off if they over clutter the map. The OOM help pages describe the render features including their default statuses.

Optional bonus:

Whilst OOM provides a very good starting point, the maps produced are not always perfect – small footpaths may be missed off, roads may have changed, construction areas have appeared/ disappeared etc – and you should always try to check that the map is correct throughout the area (and particularly at or near control sites). In more central London areas with lots of small paths/courtyards/alleyways, OOM is sometimes less good at providing clear mapping, and you should be particularly careful with control sites around these areas if the map is not clear.

Map corrections can be made fairly simply by directly editing the OpenStreetMap website <http://www.openstreetmap.org/>. You will need to create a login.

Course planning

For Street-O, the Start and Finish is usually in the same place. Put this outside the venue or you can put it somewhere nearby, e.g. down a side alleyway.

There are no strict rules, but around 25-35 controls in total is best. Ideally there should be enough controls, scattered across a wide enough area, so that the fastest runners cannot possibly visit every control within 60 minutes and still need to carefully plan their routes to optimise their score. (The fastest Street-O runners might typically cover up to 15km in one hour.)

Make sure that there is no temptation for competitors to run off the map by placing controls near the edge of the map where the best route is (or looks like it might be) going off the map. You may want to play with the map extents by moving the blue circle.

We use a scoring system where controls 1-19 are worth 10 points, 20-29 worth 20 points, 30-39 worth 30 points, 40-49 worth 40 points, 50-59 worth 50 points. Only have a few 50 pointers. Please stick to this system as it makes it easier for people to know how many points each control is worth just by looking at the control numbers on the map, which helps with route planning.

Time penalties should be 1 point for every 2 seconds late back (equivalent to 30 points per minute) – the same for all events. Don't worry about calculating the net score (i.e. score after penalties)- the Street-O organiser will sort that out.

Control clues

The main criteria for Street-O clues is that the questions should be unambiguous, and the answers should be very obvious to see when you have reached the correct location (it's not supposed to be a treasure hunt!) but very difficult to guess unless you have been there (some people may have local knowledge). People shouldn't have to spend any time searching for the clue answer once they have reached the correct location, or read long signs to find the answer buried away somewhere, and there shouldn't be any doubt about what the correct answer is when a runner has reached the correct location. All answers should be clearly visible at night without a torch – please check this!

It can be helpful to include prompts that make it easy to spot, e.g. if a sign says "CAUTION 500 VOLTS", a clue could be "CAUTION ____ VOLTS". Check that the clues aren't visible from a long way off in one direction only (which may be unfair to runners who approach from the opposite direction), or that the answer to the clue can't be found somewhere else nearby (e.g. signs pointing towards the clue answer).

Postboxes and blue plaques are really good unambiguous control sites. You can add these in OOM by clicking Add Map Features then selecting Postboxes or Plaques. The problem with blue plaques is that they can be located quite a bit back from the main road, which can be difficult to see in the dark. If using postboxes or blue plaques, please check that the info added is correct since sometimes they get damaged or disappear.

Other good sites include detail on signposts (which should be obvious/large), names/details of shops/pubs etc, house names, lamppost numbers, etc. Number of items in a location (e.g. "how many garages are here?") is ok as long as there are not too many count! Try to find interesting and varied clues.

Please do double-check the location of all control points before finalising the map – it's surprising how often controls can be incorrectly marked on a wrong junction, or on the wrong side of a road, and you will know from experience how frustrating this can be for competitors! Use the "Save & get PDF map" pdf export for checking because the website and the pdf versions could look different.

If possible, it is recommended to get someone else to independently check the map and all of the control sites/clues before the event, to minimise the risk of checkpoints being marked in the wrong place or clues being too ambiguous or hard to find – a second pair of eyes can be invaluable in doing this, and reduce the risk of any unwanted complaints on the night.

Clue sheet

Although the format is standard across all events, the clue sheet itself should clearly state the points for each control. You should also edit the race instructions to say the 60-minute time limit, the penalty points system (of 1 point per 2 seconds late back) and emergency phone number. You can edit this information right hand side of the OOM website (box 5 in Figure 1).

To view the cluesheet, click Get: “Clues” and then click “Print clue sheet”. You can change the destination to save as pdf. You’ll need both the map and cluesheet pdf documents for printing.

There is also an alternative Excel format of the cluesheet template, which you can use instead of the website version if you think that is easier to work with. It also has the ‘Answer’ column moved next to the ‘Score’ column making it easier for the runner to complete.

Consider risks

During course planning it is important to think about risks (even if you complete the risk assessment at a later date). Some specific points to consider:

- Main roads – if there is a major road with fast moving traffic, consider placing controls close to pedestrian crossings to deter runners crossing at other points. You can also add the crossing points symbol if you want runners to cross roads at certain points.
- Ponds and rivers – controls must not be placed close to unlit or unfenced bodies of water.
- Alleyways – avoid using unlit ones.
- Open areas – avoid unlit areas as vulnerable competitors may find these intimidating.
- Avoid areas that you feel is dodgy and intimidating, for example, certain estates (see how you feel when going about your site visits).

BEFORE RACE DAY (2-3 weeks before)

Risk assessment

Every event registered with the British Orienteering must have a risk assessment completed. There is a standard template which is used for all Street-Os, although it will need to be tailored for each individual event to reflect details of the location and area and any particular hazards that might have been identified (e.g. busy roads/junctions or dark footpaths). The Street-O coordinator will send you a version as template to complete prior to your event, which must be returned for sign off beforehand with a printed copy available on the night (although hopefully it’s very unlikely that it would need to be referred to!).

While it's important to have identify all the risks associated with the event, it's also important not to overdo it – most Street-Os have the obvious risks of running along roads in the dark so there is no need to overstate the risk of this.

First Aid

There is a small but non negligible risk that competitors may injure themselves while out running. As a club we have agreed the following approach to First Aid:

- You should bring the SLOW First Aid kit
- Ideally, the pub or venue should also have its own First Aid kit
- In the risk assessment you should identify the nearest hospital with A&E facilities
- However, it is not necessary to have a designated, qualified First Aider at the race (the Risk Assessment has a box asking for name of first aider which you can leave blank)

BEFORE RACE DAY (1-2 weeks before)

Map printing

Maps are usually printed by SLOW's Don McKerrow – to arrange this please send an email to [don \[at\] mckerrow.org.uk](mailto:don@mckerrow.org.uk). Get in touch with Don, ideally a couple of weeks before the event even if your map isn't finalised, so that you can arrange timings and availability. When you have finalised the map, send Don the map and cluesheet pdfs and arrange map collection. The Street-O organiser can advise on map numbers. If you want to display blank maps at registration/ Start (ideally with the Start/Finish included on the map), you can send Don the pdf for that too.

If you don't have a printer, you can also ask Don to print a handful of copies of the cluesheet solutions, which you'll need to give to the helpers marking on the event day.

Please either include the Street-O organiser in your emails with Don, or send the pdfs after the event, so that the map and cluesheets can be stored in the SLOW Dropbox.

Results

SiTiming. Check that you're ok with using this. There is a separate manual.

Timing and equipment

Timing is done using SLOW's SportIdent (SI) electronic timing system.

Please keep all the loaned equipment together so that nothing goes missing. You will most likely pick up the above equipment from the previous Street-O event organiser. Arrange with them a convenient time to collect this.

[The loaned equipment may include the Henry printer. Henry is not needed if using SiTiming system.

For reference: Henry is very easy to use, and is simply a printer which prints running times when people download. Please ensure that you have at least one spare roll of paper! The downloaded times are not recorded or saved anywhere on a computer, so you will need to write down the printed finish times into the results spreadsheet. Please note that Henry should be charged prior to the event – please check if this has been done when you get hold of it!]

Helpers

You will need 1-2 helpers for the Start (or on Registration if you're on the Start). Ask your friends or family to help out - they don't have to be orienteers as long as you explain clearly what they need to do. Or email the SLOW mailing list [southlondonorienteers \[at\] groups.io](mailto:southlondonorienteers[at]groups.io) for volunteers. You will also need a handful of helpers to mark the cluesheets but this is less important as there are usually people to are willing to help with this after running.

BEFORE RACE DAY (1 week before)

Print useful information

Other things to print if you've not done so already:

Essential: A few copies of the cluesheet solutions, which you'll need to hand out to the helpers on the event day.

Essential: Any important pre-race information. If any information is vital for all competitors to know (e.g. about a particularly busy road junction) then the start official should tell each competitor individually before they set off.

Desirable: A few copies of blank maps (but ideally with the Start/Finish on) for competitors to look at before they start. This is very helpful for newcomers in particular.

Desirable: If you are using controls on sites such as postboxes, fire hydrants or blue plaques, it might be helpful to display pictures of these at registration – particularly for overseas competitors who may not be familiar with these. Example pictures of these to display are at the end of this manual.

Synchronising the SI units

This can be done just before the event or a couple of days beforehand – but not much earlier as the internal clocks may drift by up to a second a day.

You should synchronise the SI units to make sure they are showing exactly the same time – see Appendix A on how to do this.

AT THE EVENT

Set up

Arrive at the venue early before the runners arrive. Introduce yourself to the pub staff. Go to your reserved area, or find a suitable place to set-up, usually somewhere with a power socket. Put the control flag outside the pub.

Hopefully your helpers will also arrive early, and you can hand them the SI units, maps, blank map and special instruction print outs. Let them know any important information that they need to pass onto the runners. Wake up the SI units by dibbing either the purple off-stick or a SI card.

You will need to set up the laptop with internet access.

Registration

Anyone not hiring a SI card can go straight to the start.

The registration desk is for people collecting hired SI cards, for enquiries (and for Download once people have finished).

If you can, have a few extra people on hand to answer any questions and to double check that runners know what they are doing, especially if it is their first time.

Starts

You will need at least one helper as you cannot do registration and the start at the same time. More helpers the better to allow shifts and for everyone to run.

Start and finish should be outside (not inside to avoid people racing through the pub!) Keep the clear, check and start boxes close to the starting official and putting the finish box in an obvious, but different place so that runners cannot punch the start or clear boxes when finishing (which would wipe their time!).

The start helper should explain any last minute details to runners if this is necessary. They should also double check that runners know what they are doing, especially if it is their first time. They should also remind the runners to go to registration after their run to download. Hand out the map with the cluesheet facing upwards and ensure everyone puts in their name!

The correct order for the SI boxes is: clear, check, start. When the runner dibs the start, they can turn over and reveal the map.

When starting runners off on the night, there is no need to leave a fixed gap (e.g. 1 minute) between competitors – much better to avoid queues of people waiting to start, and just let everyone start whenever they are ready (unlike ‘normal’ orienteering, there is much less risk of people following each other in a Street-O, given the score event format and differing speeds).

After the run

The competitors dibs the finish unit. They should then return to registration to hand in their cluesheet for marking. Download their times. Also double check that they have written their name on!

Turn off SI units

The SI units will turn off automatically after a set time period. But to save battery on the units, turn them off after everyone is back using the purple off-stick.

Scoresheet marking

If possible have some people lined to help mark cluesheets, as competitors like to get their marked score sheets back before leaving for the evening. However you will always be able to find a few willing SLOW members on the night to help with this. In any event please do the results as you go along on the night, so that you’re done. Taking all the sheets home for marking is not recommended!

Before you hand back any cluesheets, please record gross points (i.e. score before penalties) into the results.

If you have followed the recommendations in the Control Clues section above, hopefully there will be no disputes about the marking. However there usually are a few queries about wrongly marked answers. Generally it should be the competitor’s responsibility to record the correct answer for each question – we certainly don’t want to be giving marks for wrongly guessed answers.

The important thing is that the runner visited the correct control location – so if they can convince you that they did this, but for whatever reason recorded a different answer, then the organiser will need to exercise an element of judgement on whether to allow the score or not. However please try to be consistent with everyone competing at the same event, which is more difficult when someone appeals later on after other similarly wrongly-marked answers have already been returned.

Results

Send results to the Street-O coordinator once finalised. The aim is to post results on the website the next day.

AFTER THE RACE

Send the Street-O coordinator any comments you wish to be added to the results post.

If there is any cash taken email the SLOW Treasurer [treasurer \[at\] slow.org.uk](mailto:treasurer@slow.org.uk) so she knows how much was taken, which she needs for the accounts. You can either leave the cash as a float or transfer it to the SLOW bank account: [account name "South London Orienteers", sort code 20-32-00, account number 70849367].

Finally, if you haven't sent the Street-O coordinator the map and cluesheet files, please email those. Similarly for the final risk assessment. To be added to the SLOW Dropbox.

Any further questions – please ask for help!

Vinh-Phuong Hoang

v12 – August 2025

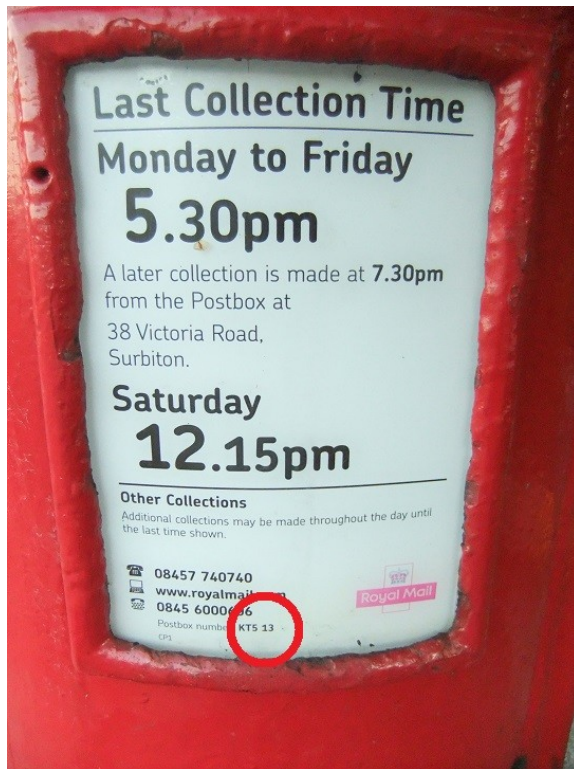
With thanks to Matthias Mahr and Paul Nixon for previous versions

Appendix A – Synchronising SI units

1. Turn on all the red boxes you want to sync using the purple off-stick. (They are on if anything appears in the screen on the back; if it is blank they are off).
2. Dib the purple off-stick into the blue Master box several times until EXT... appears in the screen on the front. This is the *Extended Master* mode.
3. Now put the black coupling stick into the hole in the blue Master box and sticking out the front. Keep it there whilst you do step 4.
4. Turn the blue Master box over and put it face to face with the first red box so that the black coupling stick dibs into the red box. The red box will beep to confirm it has been synced. Now repeat for the next red box etc.
5. If you want you can check the syncing by looking at the time displayed on the screen of each box. This is not as easy as it sounds as the screens cycle through other information as well.
6. Finally, use the purple off-stick to turn all the boxes off. The screens will go blank. The red boxes should only need one dib but the blue one may need a few as it cycles through other functions.

Appendix B - EXAMPLE PICTURES OF COMMON CONTROL SITES
TO DISPLAY ON THE NIGHT FOR THOSE WHO ARE UNFAMILIAR WITH THESE

POSTBOX NUMBER



LAMP POST NUMBER



FIRE HYDRANT



BLUE PLAQUE

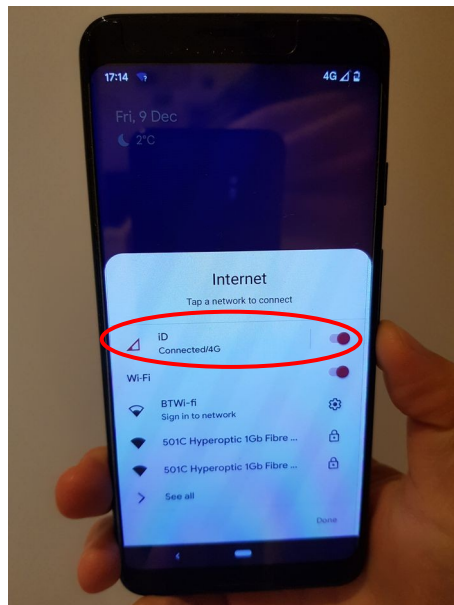
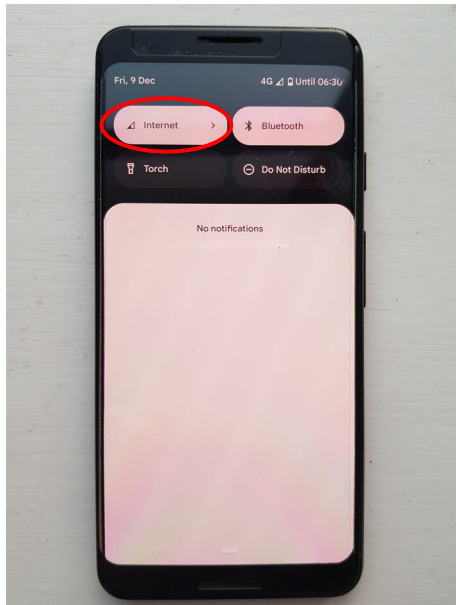


SUBSTATION

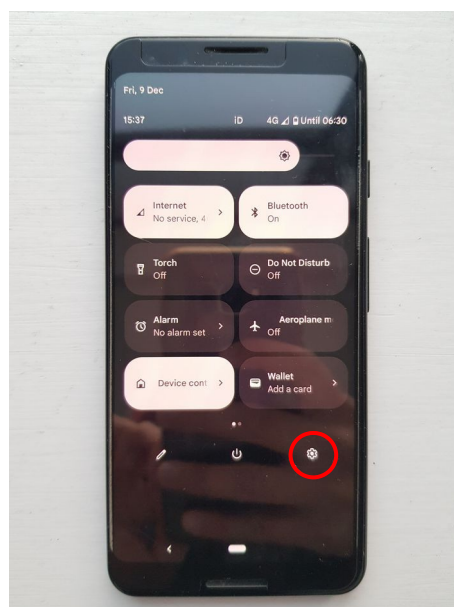
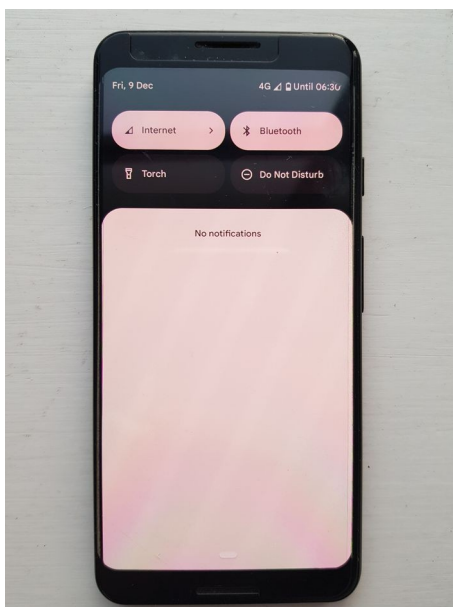


Appendix C – Example Mobile hotspot / tethering

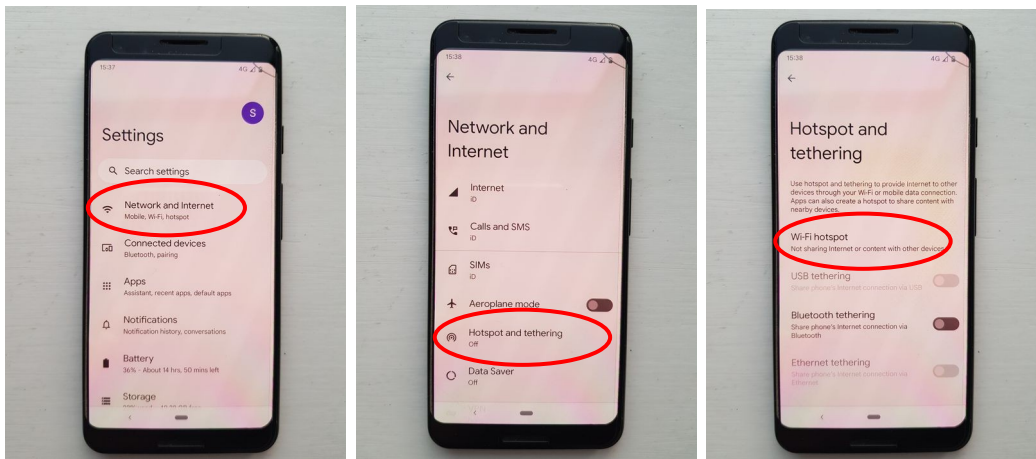
1. Make sure mobile data is turned on. To check this, swipe down from the top of the phone screen to show the settings bar. Click on "Internet". Mobile data is on if "Connected/4G" is toggled on. Click "Done" to close.



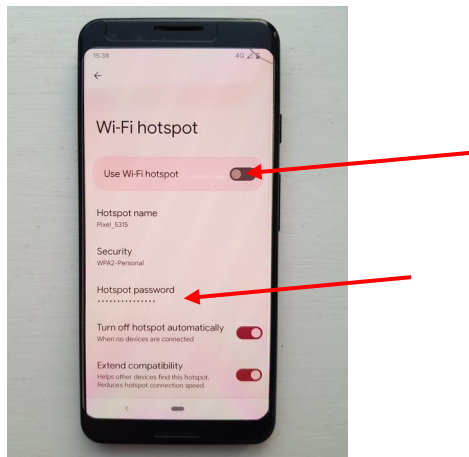
2. To turn on mobile hotspot, go to the phone settings. Do this either by swiping down from the top of the phone screen to show the settings bar, swipe down again to expand the settings bar, then click on the settings cogwheel icon. (Alternatively swipe up on the home screen to show all apps. Find the settings cogwheel icon and click to open it).



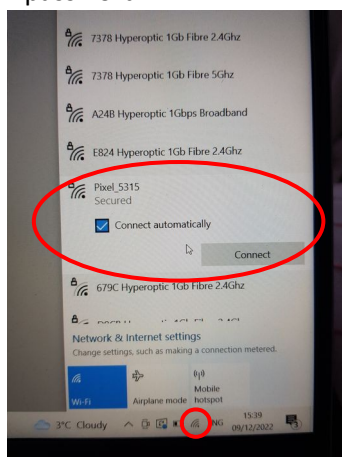
3. Click on “Network and Internet”, then “Hotspot and tethering” then “Wi-Fi hotspot”.



4. Toggle “Use Wi-Fi hotspot” on. Click Hotspot password” to see the password. The SLOW mobile hotspot should now be available under Wi-Fi. The network name is that under “Hotspot name” in the phone hotspot settings.



5. On the other device (e.g. laptop), click on the network name, click “Connect” and enter the password.



6. Turn off the hotspot (by toggling off “Use Wi-Fi hotspot”) after you’ve finished needing it.